

**LUTHER PORTER JACKSON MIDDLE SCHOOL  
PARENT-STUDENT HANDBOOK**

**2021-2022**



**“ACHIEVING THROUGH ADVERSITY”**

**4255 NEW DESIGN ROAD  
DENDRON, VA 23839  
757-267-2810 (MAIN OFFICE)  
757-267-0809 (FAX)**

# **LUTHER PORTER JACKSON MIDDLE SCHOOL**

## **DIVISION ADMINISTRATION**

Dr. Serbrenia J. Sims – Division Superintendent  
Mr. Giron Wooden – Assistant to the Superintendent for Operations & Infrastructure  
Ms. Natalie King – Special Education and Federal Programs Director  
Mrs. Airon Grim – Career & Technical Ed. Dir./ Dir. of Assessment & Accountability

## **DIVISION STAFF**

Mr. Victor DeLuke – School Psychologist  
Mrs. Latasha Wooden – School Social Worker

## **ADMINISTRATORS**

Ms. Trina Craddox – Principal  
Mr. Todd Neal – Assistant Principal  
Ms. Shonda Poole – School Counselor

## **OFFICE STAFF**

Ms. Lillie Womble – Secretary/Bookkeeper  
Ms. Cynara Cypress – Secretary/Receptionist  
Mrs. Regina Edwards – Nurse

## **COORDINATORS**

Ms. Carrie Brower – School Gifted Coordinator  
Mrs. Deborah Seward – School Based Intervention Team Coordinator/504 Coordinator  
Ms. Brittney Johnson – 21<sup>st</sup> Century Community Learning Center Project Manager

## **SAFETY**

Ms. Katrina Rawlings – School Security Officer  
TBA – School Resource Officer

**The Surry County School Division is committed to a policy of nondiscrimination based upon race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability in the administration of any of its educational programs, activities or employment.**

**ALL COURSES ARE OPEN TO ALL STUDENTS WITHOUT REGARDS TO SEX UPON THE SUCCESSFUL COMPLETION OF THE NECESSARY PREREQUISITES.**

**SURRY COUNTY PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER.**

## **MISSION STATEMENT**

The mission of the L. P. Jackson Middle School is to ensure that all students will become and will excel as:

- lifelong learners
- independent thinkers
- responsible citizens

We, therefore, accept the responsibility to educate all students to their fullest potential.

The L. P. Jackson Middle School's faculty and staff acknowledge that the fulfillment of this mission statement depends on the active participation of:

- school
- home
- community

We embrace this partnership to ensure success.

## **PHILOSOPHY**

The philosophy of Luther Porter Jackson Middle School reflects the belief that all students can learn. We believe middle level students have very special needs and characteristics that are directly related to that critical age called early adolescence. During this period of rapid social, physical, intellectual, cultural and emotional growth, school curriculum must reflect each student's need to develop a positive self-image, to form future goals and to concentrate on becoming a productive citizen. This awareness must take place through a relationship of mutual respect, cooperation and understanding among students, parents, teachers and administrators.

The faculty, staff and administration are committed to helping the students make the transition from elementary to high school a gradual process. L. P. Jackson Middle School will continually strive to create a safe learning environment that provides stability and promotes self-confidence in each student, is sensitive to the needs of each student and maximizes each student's potential.

The students, parents, community, faculty and staff share the responsibility for the education of every student at L.P. Jackson Middle School. The involvement, understanding, pride, determination, acceptance and support of each group are essential to the success of the L. P. Jackson program.

## **LPJMS GOLDEN RULES (PBIS Schoolwide Expectations)**

- 1. Be respectful.**
- 2. Be responsible.**
- 3. Be ready to learn/ride.**

## **STUDENT CREED**

I am proud to be a Junior Cougar  
I will respect my school, the staff, my peers, and myself.  
I will always work to do my best. I will achieve because  
I AM a Junior Cougar of L. P. Jackson Middle School.

## **SCHOOL COLORS AND SCHOOL MASCOT**

The mascot of Luther Porter Jackson Middle School is the Junior Cougar. Our school colors are blue and gold. Our students are encouraged to show respect, school pride and spirit for these symbols.

## L.P. JACKSON'S FIVE

Be the best person you can be.  
Respect other students' comments, opinions, and ideas.  
If anyone is bullying you, let an adult know.  
No matter the circumstances, always be honest.  
Respond to an adult appropriately when spoken to.

## THE HISTORY OF LUTHER PORTER JACKSON



### Time Line

- **July 11, 1892** - Luther Porter Jackson is born in Lexington, Kentucky, into a family of twelve children.
- **1914** - Luther Porter Jackson receives a Bachelor of Arts degree from Fisk University in Nashville, Tennessee.
- **1922** - Luther Porter Jackson marries Johnella Frazer, a fellow graduate of Fisk University and an accomplished educator in her own right.
- **1922–1950** - Luther Porter Jackson is a professor at Virginia State Normal and Industrial Institute (now Virginia State University) in Petersburg.
- **1937** - Luther Porter Jackson receives his doctorate from the University of Chicago.
- **April 12, 1950** - Luther Porter Jackson dies of a heart attack in Petersburg.
- **1950** – Luther Porter Jackson High School opens in Dendron, VA.
- **1975** – Luther Porter Jackson High School is renamed Luther Porter Jackson School for grades 4-7.
- **1983** – Luther Porter Jackson School closes.
- **1995** – Luther Porter Jackson Middle School opens at its current location.

## PROGRAM OF STUDIES

### 5th GRADE

ENGLISH  
MATHEMATICS  
SCIENCE  
HEALTH/PHYSICAL EDUCATION  
\***RESOURCE CLASSES** - Students will rotate on a **9 weeks** basis in the classes listed below:  
SPANISH  
KEYBOARDING  
ART  
CAREER EXPLORATION

### 6th GRADE

ENGLISH  
MATHEMATICS  
UNITED STATES HISTORY I  
SCIENCE  
HEALTH/PHYSICAL EDUCATION  
\***RESOURCE CLASSES** - Students will rotate on a **9 weeks** basis in the classes listed below:  
SPANISH  
INTRODUCTION TO AGRISCIENCE  
BUSINESS/KEYBOARDING  
BAND

### 7th GRADE

ENGLISH  
MATHEMATICS  
CIVICS & ECONOMICS  
LIFE SCIENCE  
HEALTH/PHYSICAL EDUCATION  
MATH 8/PRE-ALGEBRA (**Teacher recommendation required**)  
\*ALGEBRA I (**Teacher recommendation required**)  
\***RESOURCE/EXPLORATORY CLASSES** will be offered, based on enrollment, in a rotational sequence.  
These classes will rotate on an **18-week cycle** (semester courses); therefore, a student may select **two** courses.  
ART  
COMPUTER INFORMATION SYSTEMS I  
SPANISH  
CAREER INVESTIGATION  
BAND (**Year-long course**)

### 8th GRADE

ENGLISH  
MATH 8  
\*ALGEBRA I (**See Advanced Class Participation**)  
\*GEOMETRY (**Pre-requisite...Algebra I**)  
PHYSICAL SCIENCE  
HEALTH/PHYSICAL EDUCATION  
**RESOURCE/EXPLORATORY/ELECTIVE CLASSES** will be offered, based on enrollment, for the **entire school year**. Therefore, a student may select **one** course.  
\*SPANISH I (7<sup>th</sup> Grade Spanish Required)  
BAND  
COMPUTER INFORMATION SYSTEMS II  
ART  
AGRISCIENCE & TECHNOLOGY

**\*Credit-Bearing Course Opportunities-** In accordance with Regulations Establishing Standards for Accrediting Public Schools in Virginia (September 1997), Regulation 8 VAC 20-131-90, Instructional Program in Middle Schools, section C-Credit bearing Course Opportunities, parents may request that grades be omitted from the student's transcript and the student not earn high school credit. The decision must be made within one week after the end of the first semester. The parent's decision for the student to receive credit for a course is final. Please contact the guidance department if you wish to have your child's high school grades and credits omitted from his/her transcript. Luther Porter Jackson Middle School currently offers Algebra I, Geometry, and Spanish I for high school credit.

**PLEASE NOTE!!**

**\*\*Students will be placed in Reading for RESOURCE/EXPLORATORY/ELECTIVE CLASSES if they:**

- **Scored more than one year below grade level on the STAR Reading Assessment**

**AND**

- **Scored below "60" on the final Student Growth Assessment or scored below "400" on the Reading SOL test.**

### **ADVANCED CLASS PARTICIPATION**

#### *Advanced Math*

*\*Advanced math will be offered in grades 5, 6, 7, and 8. To qualify, the following must be met:*

- September pre-test score of at least 65%
- Minimum grade of 80/B in previous math course
- State math End-of -Course score of 450+ or division post-test score of 80/B
- Maintain an 80/B in advanced math courses
- Meet school attendance requirements
- Teacher recommendation

### **ACCIDENTS**

Accidents and serious illness of pupils shall be reported promptly to the school nurse. The nurse shall make the decision as to whether or not the Surry County Sheriff's Office should be contacted in order to dispatch a rescue squad. The principal will be notified and make a report to the superintendent. Every effort shall be made to immediately contact the parent or guardian. If the parent or guardian cannot be reached, the child will be transported to a doctor or hospital by rescue squad for emergency treatment. One member of the staff or faculty will ride in the rescue squad with the injured/seriously ill student. At no time will the child be left alone. Beyond what the school nurse is qualified and sees fit to do, school personnel will not attempt to diagnose or to give medication or treatment in situations such as these.

### **AGENDAS (\$3.00)**

**\*\*We will not use agendas for the 2021-2022 school year.\*\***

The objectives for the School Agenda Program at LPJ are to improve academic performance; reinforce goal setting and time management; teach organization and accountability; and improve school-home communication.

Program Expectations are as follows:

- Students will carry the agenda to each class for use as a hall pass. Those who do not have them will not be allowed to leave the class before the period ends, unless they have an emergency.
- Teachers will on a regular basis, display assignments and tests dates in their classroom and give students' time to enter information in their agendas.
- Teachers will also communicate with parents via agenda.
- Parents are asked to support the agenda program in the home, by reviewing assignments, providing time and space to complete assignments and communicating with the teacher.
- Students are to take care of their agendas. Pages are not to be torn out or destroyed in any way. Destruction of an agenda may be treated as a disciplinary offense.

## **AFTER SCHOOL PICKUP**

Parents are to pick-up their child from the front office. Students are to be signed out by the parent/guardian or designee.

## **AFTER SCHOOL TUTORING**

Project STARS provides after school tutoring. The goal of the program is to increase student performance in the classroom and on SOL tests. The program begins immediately after school on designated days and ends at approximately 5:00 pm. Transportation is provided.

## **ASSEMBLIES**

There will be a variety of assembly programs presented during the year. Assemblies are an important enrichment addition to the curriculum and are educational as well as entertaining. Assemblies provide one of the few opportunities in school to learn formal audience behavior. Regardless of the program, courtesy demands that the student audience be respectful and appreciative. Students who misbehave may be denied the right to attend assemblies.

## **ATHLETICS/EXTRACURRICULAR ACTIVITIES**

### **GENERAL**

Our school division offers to students the opportunity to participate in extracurricular activities. In addition to the policies set forth by the Surry County School Board, the policies and regulations of the Virginia High School League (VHSL) are enforced. The purpose of this policy is to establish procedures for determining students' eligibility to participate in extracurricular activities. This policy shall apply to all students in grades 5-12. Refer to Surry County High School's Athletic page located at <https://surrycountyhs.schoolteams.com> for information on the Virginia High School League (VHSL), VHSL Physical Form, Concussion Fact Sheet, Return to Play Protocol, scoreboard, and upcoming events.

Students participating in high school extra-curricular activities are subject to the academic requirements established by the school's leadership team and may be found ineligible to participate in activities/games based on the requirements. Middle school students may only participate in one activity each season.

### **LPJ SPORTS AND EXTRACURRICULAR ACTIVITIES**

- Fall: Football, Soccer, Girls' Basketball, Cheerleading
- Winter: Boys' Basketball, Cheerleading
- Spring: Girls' Softball, Boys' Baseball, Choir and Track and Field
- Yearlong: Precious Jewels and Boys II Men (No physical needed; eligibility determined by the Office on Youth and Family Resources.)
- There is a **\$5.00 admission fee** to LPJMS basketball games.

### **SCHS SPORTS IN WHICH LPJ STUDENTS CAN PARTICIPATE**

\*Only 8th grade students are permitted to participate in Surry County High School Junior Varsity (JV) sports.

- Fall: Band (Grades 6 – 12) and JV Volleyball
- Winter: JV Boys' Basketball and JV Girls' Basketball
- Spring: JV Baseball and JV Softball

### **ELIGIBILITY**

Students cannot attend or participate in tryouts, practices or events without the following:

- 1) Must have a current physical on file that has been signed by a physician and parent/guardian.
- 2) Must have passed five (5) out of six (6) classes and earned an overall 70/C grade point average at the end of previous nine week. Students who are not maintaining a passing grade in all classes during the sport may be put on probation by the principal or the assistant principal, who serve as the academic advisors for the schools.

***Exceptions:***

- Students enrolled in special needs classes as determined by their IEPs must pass at least five (5) classes or make sufficient progress towards all IEP goals.
- Students who transfer to Surry from another district will be allowed to participate the first semester enrolled based on their eligibility status from previous school. Each semester thereafter, eligibility will be based on the school's eligibility policy.

**ELIGIBILITY MONITORING PROCESS**

1. The sponsors, coaches and academic advisors (principals) will meet with students and review grades after the interim and each marking period (nine weeks).
2. Students who earned a "D" or "F" in a core subject and/or failed one or more SOL tests during the previous year **must** enroll in the after-school tutoring program.
3. Students who have a "D" or "F" in a core subject(s) at interim/progress report must enroll in the after-school tutoring program.
4. All non-tutoring students will participate in a daily one-hour study hall prior to practice, regardless of academic standing.
5. The principal will submit the eligibility list to the athletic director no more than one week after report cards are issued. Coaches and sponsors will receive the official list of ineligible students from the principals or athletic director.

**GOOD STANDING**

All coaches will develop and enforce rules for their individual sports. Students in the building at times other than during regular school hours must be under the supervision of a staff member.

All rules as listed in the Student Code of Conduct will apply. In addition, the following rules will be strictly adhered to:

- Any player who misses school excessively may be removed from the team.
- Any player suspended out of school cannot practice or play with his/her team while under suspension, and each suspension will result in a minimum of one-game suspension.
- Any student receiving in-school suspension will not participate in any extra or co-curricular activities for the day in question or the day served; however, students may attend tutoring on those days.
- Any student whose actions are deemed detrimental to the school or to fellow students may be removed from the team by the Athletic Director or the Principal.
- Any player suspended from a game for unsportsmanlike conduct is subject to removal from the team for the remainder of that team's season.
- Any player who quits a team or is suspended from a team before the end of the season will not receive any awards for that sport.
- Any player who quits a team without the coach's permission may not try out for another sport until the regular season for the first sport is over.
- Any athlete seen using tobacco, alcohol, or drugs on school grounds or while wearing a Surry County athletic uniform on or off school grounds will be suspended from the team for the remainder of the season.
- Any student found to be in violation of the drug-alcohol policy will be removed from the team and may become ineligible to participate in any athletic event for the remainder of the school year.



## ATTENDANCE

### ABSENCES

School attendance is directly related to academic achievement and the development of good habits that are important in the world of work. Believing that attendance is essential to profiting from school, the school board encourages all students to be present every day. Students returning after absences are required to bring excuse notes to the front office staff. The parent note must contain the date of absence, reason for absence, telephone number, and signature of parent/guardian. The excuse does not wipe out the absence, but it allows students to make-up work.

Other excuses including, but not limited to, notes from medical or legal professionals are also accepted. A student is automatically withdrawn from school if he/she misses fifteen (15) consecutive days. A truant officer is responsible for investigating any case of prolonged or excessive absence from school and for stressing to the student (or his/her parent) that regular attendance is a necessity. **Students who do not attend a minimum of two classes will be marked absent that day.**

Middle school students shall not be promoted to the next grade nor granted credit for a course if unexcused absences from school or class that earns high school credit total more than eight (8) days. Parents/guardians will be contacted via phone after three (3) unverified/unexcused absences. An attendance letter will be sent home to all students who have five (5) unverified/unexcused absences. The division truancy officer will intervene after the seven (7) unverified/unexcused absences.

***Tardy to school*** – Students who report to school after 8:05 am for any reason must report to the office, sign the tardy book, and get their agenda signed for admission to class. ***Students who have three unexcused tardies during a quarter may receive a consequence.***

***Tardy to class*** – Three minutes are allotted between classes. This allows time to change from one location to another. Each team will determine locker visits. Students are to be in the classroom when the bell sounds. Excessive, unjustifiable tardies may result in a disciplinary referral to the office and will be handled according to the Student Code of Conduct.

### ENROLLMENT

New students, accompanied by their parents, will be directed to the in the Guidance Department for enrollment. The following information is required for enrollment:

- Birth Certificate
- Social Security Number
- Proof of Residence
- Withdrawal Form and attendance records from the last school attended
- Current Report Card
- Authorization Form to Request Previous School Records
- Immunization Records
- Category II and/or Confidential Records
- Proof of Custody if applicable

**Note: Parents or guardians enrolling a student must provide a sworn statement as to whether the student has been expelled from previous school for offenses involving drugs, weapons, or willful injury to someone else.**

**Va. Code Ann. Code Section 22.1-3.1.**

**Code 22/1-246.1 – Any person who knowingly makes a false statement concerning the residency of a child in a particular school division or school attendance zone is a class 4 misdemeanor charge.**

### REQUIRED IMMUNIZATION CODE

A student must be fully immunized against certain diseases. The immunizations required are diphtheria, tetanus, polio, measles, mumps, and rubella. The school nurse can provide information on age-appropriate doses or an acceptable physician validated history or illness required by the Virginia Department of Health and Education. Proof of immunization may be personal records from a licensed physician or public health clinic.

## AWARDS

Students are often recognized by departments and individual staff members throughout the year. Other recognitions may be initiated by internal groups or organizations. However, at the end of the year during an awards assembly students will be recognized in the following areas:

- Principals' List
- Honor Roll
- Merit Roll
- "A" Average Within Class
- "B" Average Within Class
- Most Improved
- Citizenship
- Perfect Attendance

At the first meeting in June of the Surry County School Board, the Lamp of Knowledge Trophy is awarded to students in the following areas:

- Perfect Attendance based on an established cut-off date
- Principal's List (3 or more of the following: 1<sup>st</sup> Nine Weeks, 2<sup>nd</sup> Nine Weeks, 1<sup>st</sup> Semester and 3<sup>rd</sup> Nine Weeks)
- Honor Roll (3 or more of the following: 1<sup>st</sup> Nine Weeks, 2<sup>nd</sup> Nine Weeks, 1<sup>st</sup> Semester and 3<sup>rd</sup> Nine Weeks)

## BEVERAGES AND SNACKS

L. P. Jackson Middle School participates in the federal school breakfast and lunch program. Therefore, we do not sell beverages and snacks during the regular school day.

The cafeteria staff will sell beverages and snacks during the lunch shifts. Students who purchase them should consume them there. Open/uncovered beverages and snacks cannot be brought out of the cafeteria into the halls or be consumed in other parts of the building. Students who attempt to do so will have their items confiscated without reimbursement. **Students are not permitted to eat or drink in the classroom.** Students may bring clear, non-glass containers for water refill.

## BINDER ORGANIZATION GUIDELINES

**In order to develop student organization, they are requested to purchase a 3" binder to keep all material for each course. This will enable students to collect and maintain important documents such as class work, copies of tests and quizzes and homework assignments. Binders will be checked periodically by teachers and the grade will be recorded in the grade book. The content of the binder is as follows:**

- A pencil pouch should be placed at the front of each binder.
- An agenda should be placed immediately behind the pencil pouch near the front of each binder.
- Every class/subject should have its own section in the binder. Students should use one binder for all classes. Each class section should be separated by a divider.
- The Course Syllabus should be placed in front of the table of contents for each binder section.
- Each section in the binder should be organized chronologically. All notes, assignments, quizzes etc. should be placed in order from oldest in front to newest in back for each class/subject. A table of content is posted in each classroom.
- Each section should have a table of contents immediately behind the divider for that section. The table of contents should list the entries for that particular class/subject.
- All pages should have a heading in the upper right hand corner in following format:

Doe, John  
Science 4  
September 15, 2009  
Page 6

Name  
Subject    Period Number  
Date  
Notebook Page Number

## **BUS CHANGE REQUEST**

Students are not allowed to leave their regular bus to ride another bus without a written note signed by their parent/guardian. The note should include the date, student's name, the bus number, where or with whom the student will get off of the bus and a phone number where the parent/guardian may be reached. **The request for change of bus must be presented to the front office staff in the morning. Parent/Guardians will be contacted to verify all bus pass requests. If the request cannot be verified, it may be denied. If the request is approved, the student will receive a bus pass. Students may not get off the bus to go to another school without a bus pass unless they are participating in an authorized after school activity and have the appropriate pass from the school or sponsor.**

## **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, agendas, supplies and furniture supplied by the school. Students, who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage, replace the items and/or be disciplined according to the Student Code of Conduct.

## **CELL PHONES/ELECTRONIC DEVICES**

Cell phones will be permitted only when **registered** in the main office. By signing the cell form permit, students will agree to:

- Turn his/her cell phone off and place it in **the bookbag** upon entering the building.
- Keep his/her cell phone off and out of sight during afternoon activities unless directed by the coach or sponsor of the activity.
- Not use his/her cell phone on school buses while on field trips during the academic day unless permitted by the sponsors.
- Not take pictures or record videos with his/her cell phone at any time during the instructional day or on the school bus.
- Not take pictures or record videos with his/her cell phone as it may result in prosecution by law.
- Not take pictures in the restroom or locker room at any time.

**Any student violation of the conditions for possessing a cell phone will lose the privilege and will be subject to disciplinary action. \*\*Phones will be confiscated and will only be released to a parent or guardian.\*\***

**\*Luther Porter Jackson Middle School is not responsible for cell phones that are lost, stolen or damaged.\***

## **CHEATING/PLAGIARIZING**

Cheating and/or plagiarizing are serious offenses. With increased pressure to excel and the availability of the internet, we are experiencing an increase in cheating and plagiarizing; therefore, the consequences for these offenses have been strengthened. Formal instruction on plagiarism is introduced in Grade 3 and continues throughout middle school. (SOL objectives 3.11, 4.9, 5.9, 6.9, 7.9, and 8.9)

Students who cheat and/or plagiarize will receive a grade of zero (0) for the assignment and a disciplinary referral to the office. For each referral after the first referral, the same consequences will apply with days of suspension added and the offenses will become a part of the student's permanent records. For habitual offenders, a letter of recommendation may not be provided or will include a statement regarding the problem of cheating or plagiarizing.

## **CHROMEBOOK**

Please refer to the school web page for information regarding the Chromebook sign-out, usage, product care, software, repair, return, and other helpful information.

- Bring Chromebook to class, fully charged daily.
- Transport the Chromebook in the zipped case when walking.

**If you have any issues with your Chromebook:**

- **Not working at all** - Contact the main office or homeroom teacher. The teacher will submit an IT help request. Be prepared to turn in both your Chromebook and matching charger prior to receiving another device which could take 24 hours.
- **Broken screen** - Bring the Chromebook to the main office and complete an incident form. The IT Department and school administrators will determine if the broken device was the result of an accident or intentional/negligence (may result in a fee).
- Charger replacement fee - \$20
- Do not install or download games, music, or videos that are not related to instruction.
- Do not remove or install software or apps.

**CLASSROOM VISITATION PROCEDURES**

Parents are welcomed to visit their children’s classes. Our schools value the concept of parents in education. The support and assistance of parents are vital to the success of the school’s program.

**Guidelines**

The parent must:

- Make the request to the principal at least 24 hours prior to the proposed observation.
- State the purpose of the visit.
- Leave all babies and young children at home as they create a disruption to the learning environment.
- Enter by the front door and report directly to the main office for all reasons.
- Check in at the office and wear a visitor’s pass in a place where it is clearly visible.
- Wait to be escorted to the classroom by the principal/assistant principal or designee.
- Stay no longer than one class period at the discretion of the principal.
- Refrain from engaging the attention of teachers or students through conversation or other means.
- Return to the office for a brief conference with the principal at the end of the visit. If the purpose of the classroom observation is to observe learning and teaching activities, the parent must be asked to conference with the teacher before or after the observation to enhance understanding of the activities.

Approval of an observation can be withheld if particular events such as testing would be adversely affected by the visit. Also, if a parent’s presence becomes disruptive, the principal may withdraw approval. In either case the principal should give reasons for the action. If a dispute arises regarding either the limitation of a visit or the denial of a visit, the parent may take the following actions:

- Meet with the principal to discuss the matter.
- Request a meeting with the superintendent or designee if the matter is not satisfactorily resolved.
- Meet with the superintendent or designee at a mutually agreed upon time and place. At the conclusion of the meeting(s) the parent will be rendered a written response.

Classroom observations are not a time for parent-teacher conferences. Parents should not expect teachers to conference with them at these times. The regular school program must continue during such visits. Only one parent will be allowed to observe for a given period.

**CLOSED CAMPUS**

Surry County Public Schools are closed campuses. Once students come on school grounds, they must remain on school grounds until their regular dismissal time. Leaving school grounds at any time without permission is a violation of the Student Code of Conduct.

**CODE OF CONDUCT**

A copy of the school division’s *Code of Conduct* is available on the division’s website (<https://www.surryschools.net>) and can be printed upon request. It contains a comprehensive description of inappropriate behaviors/language and explains the various levels of disciplinary actions that can be taken by teachers and administrations. The code has been designed to support a safe and secure learning environment. Parents and students should review these rules and procedures. The Statement of Receipt document should be returned to the front office by the tenth day of school each year.

## COMMONS

Breakfast and lunch will be served daily in the Commons. **All students of Surry County Public Schools will receive free** breakfast and lunch for this school year.

### BREAKFAST & LUNCH RULES

- Lines must be formed; students should file in at the end of the line. (No line cutting)
- Each student is to sit with her/his assigned class and section, if required by a monitor.
- Students may not leave the Commons without permission.
- Students are to remain seated except for disposing of trash.
- Students who willingly violate procedures may be disciplined according to the Student Code of Conduct.

## COURSE SYLLABUS

Each student should receive a course syllabus for each course in which they are enrolled at Luther Porter Jackson Middle School. It is recommended that the course syllabus be placed in the front of each course section of the binder for future reference. It discusses matters such as classroom procedures, homework policies and late work policies.

## DIRECTORY INFORMATION

Surry County Public Schools may disclose appropriately designated “directory information” without written consent, unless the parent or eligible student has advised the Surry County Public Schools to the contrary in accordance with Surry County Public Schools procedures. The primary purpose of directory information is to allow the Surry County Public Schools to include this type of information from your child’s education records certain school publications.

Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for a football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, and school picture companies. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories names, addresses and telephones listings – unless parents have advised Surry County Public Schools that they do not want their student’s information disclosed without their prior written consent.

If you do not want Surry County Public Schools to disclose directory information from your child’s education records without prior written consent, you must notify the Surry County Public Schools system in writing by September 15<sup>th</sup> of each school year.

**Note:** Directory information may include the name, gender, address, telephone listing, date and place of birth of students, the student’s major field of study, participation in officially recognized activities and sports, the weight and height of members of athletic teams, dates of attendance, degrees or awards received by students and photographs.

Ref: Surry County School Board Policy

File: JO

## DISCIPLINARY PROCEDURES

It is the responsibility of all students at L. P. Jackson to preserve individual dignity and to create and maintain a respectful, healthy, and productive school environment. Believing this to be true, the staff at L. P. Jackson Middle School follows the Code of Conduct adopted by the Surry County School Board. The discipline policy allows for

flexibility in handling minor routine violations and assists in dealing with serious infractions. Each student receives a copy of the Code of Conduct that outlines the various offenses and consequences of violating them. This information will be explained to students at the beginning of the school year.

Any person who commits battery against a staff member may be subject to assault charges.

## **DRESS AND GROOMING POLICIES**

There is direct correlation between student dress and achievement. In support of the Code of Conduct, we prohibit any clothing that causes a substantial disruption and/or distraction to others from the educational process or poses a serious health or safety concern. We will permit clothing and accessories that is required for bona fide religious beliefs or prescribed medical purposes.

### **Students may NOT wear:**

1. Messages on clothing, tattoos, and personal belongings which pertain to or advertises alcohol, tobacco, vaping, or illegal substance, depicts lewd graphics, displays offensive or obscene images or language or is gang-related.
2. Tops which expose the midriff, navel, cleavage, or undergarments. Strapless, backless or blouses with ties in the back, transparent, off-shoulder garments or garments with straps measuring less than two (2) inches wide.
3. Underwear as outer garments or clothing that reveals underwear or being used as underwear; lingerie, swimwear, pajamas, and leotards.
4. Excessively tight/form fitting garments.
5. Inappropriate leggings, jeggings, compression pants, spandex tights, and Lycra garments without a mid-thigh top that measures more than six (6) inches above the knee.
6. Inappropriate dresses, shorts, or split skirts that measure more than four (4) inches from the top of the knees.
7. Sunglasses indoors, unless prescribed.
8. Accessories which could in some way pose a danger to the wearer or others; and/or could be used as weapons (including but, not limited to, spiked jewelry, chains around the neck, and unfastened belts).
9. Hoods, hats/caps, head coverings or (including, but not limited to, stocking/wave caps, DuRags, scarves or bandanas).
10. Inappropriate torn, ripped, or slashed clothing that reveals bare skin. Pants, skirts and/or shorts that sag below the waistline (low-riding). Rips below the knee require a non-sheer garment beneath.
11. Inappropriate footwear including, but not limited to bedroom slippers and unfastened shoes or shoes missing appropriate closures.
12. Articles of clothing that are hazardous or distracting to the operation of school including, but not limited to excessively short or tight miniskirts/dresses.
13. Ear, facial, tongue, or body piercing is prohibited in certain courses.
14. Draping towels, blankets, shirts, or shorts around the neck are prohibited.

Administrators will notify students and parents of modifications to the dress code for spirit days and other school celebrations, as particular items pose a disruption, or as other circumstances warrant.

### **Recommended Dispositions**

Students who violate the dress code will face the following disciplinary consequences:

First Offense – Warning with opportunity to correct dress code violation

Second Offense – Warning with opportunity to correct dress code violation & parent notification

Third Offense – One (1) day In-School-Suspension

Fourth Offense- One (1) day Out-Of- School Suspension

NOTE: Parents will be called to pick up a student or bring a change of clothing if the dress code is violated. To avoid this, remind your child to dress appropriately. Administrators will use discretion to address any and all instances of dress code violations which may not have been identified in the above list.

## **EARLY ARRIVAL**

Students are not permitted in the school building prior to 7:45 am. Surry County Public Schools is not responsible for the safety of students who are dropped off at school in the morning prior to the contractual hours of staff. Thank you for your cooperation in this matter.

## **EARLY DISMISSAL**

Parents who must pick up a child early should report to the main office and sign him/her out. If anyone other than the parent/guardian is to pick the student up, the parent should send a note indicating that person's name, the date and time of the pickup, and a telephone number where the parent can be reached for verification. The student should bring the note to the attendance assistant upon arrival to school. (Identification will be required if the office staff is not familiar with the individual picking up the student.)

## **EMERGENCY SCHOOL CLOSING STATEMENT**

In the event that unexpected circumstances (i.e. inclement weather, building concerns, prolonged power failure, etc.) require that we have an unscheduled early dismissal of students, we will make reasonable attempts to inform our parents. Local television and radio stations will be alerted as soon as possible after the decision is made to close schools, and the anticipated dismissal time will be announced. An instant alert, if possible, will be sent through our emergency notification system. Students will be transported home on their regular school buses, unless the school has already received alternate plans.

It is important that every family develop a plan of action for such emergency closings, as it will be impossible for many students to contact parents via telephone for directions. If a child is to go anyplace other than his/her usual bus stop, the school needs to know:

1. Where the child is to go – the individual's name and address
2. The bus that the child will need to ride

This information is especially necessary for younger children and should be sent to school as soon as possible after it opens. The information is included as part of the student information sheet.

In order to keep telephone lines open, and to keep the office staff free to handle in-school concerns, parents are encouraged not to contact the school by telephone, unless it is an emergency.

## **FAMILY LIFE EDUCATION**

### **Overview**

In response to the requirements of Section 22.1-207.1 of the Code of Virginia, Surry County Public Schools has implemented a comprehensive, sequential, abstinence-based, age-appropriate Family Life Education curriculum grades K-10.

The Surry County Family Life Education curriculum is designed to:

1. Emphasize the importance of family
2. Stress the need for individuals to make decisions appropriate to values established within their families.
3. Assist students of all ages in accepting responsibilities for and consequences of their behavior.
4. Encourage child-parent discussion in order to foster mutual support between the home and the school.
5. Stress the value of life and the numerous opportunities available to young people.

Unless parents indicate by completing the Opt-Out Form, students will be taught the objectives of the Family Life Education curriculum. Copies of the Family Life Education curriculum are available for parent review in each school library and the public libraries in Surry County. Parents are encouraged to become familiar with the contents of the curriculum. A copy of the Family Life objectives and Opt-Out Form will be distributed to students the first week of school. **Parents/Guardian who wish to opt their child out of part or the entire Family Life curriculum should complete the Opt-Out Form and return it to school no later than September 30, of each year.**

## **FEES AND ASSESSMENTS**

Teachers frequently provide classroom experiences which may require a minimal cost to each student. These may include field trips, food festivals, special projects, etc. A student is not denied the right to participate in such activities due to economic hardship. Parents who wish to claim an economic hardship should contact the school principal.

## **FIELD TRIPS**

Teachers frequently supplement classroom experiences by planning content related field trips. Appropriate informational letters and permission slips will be sent home by the students. Written parental permission is required for all students prior to participation. Field trips may require the students to pay fees. These fees are nonrefundable after the date indicated in the permission letter, unless the office revokes the student's privilege to participate. *All parents should return the permission forms, even if their children are not being allowed to participate.* Students will be reminded regularly to return their forms, and those who do not, will not be allowed to participate. No phone calls will be made home on the day of the trip to get permission.

Students should remember that while they are on field trips they are still under the authority of Surry County Public Schools. All rules of conduct that apply at school shall apply to all students on field trips. In rare cases, students may be returned to school. Students who receive a disciplinary referral within 30 days of the field trip may not be permitted to attend the field trip.

## **FINAL EXAM EXEMPTION POLICY BASED ON SOL RESULTS**

The standardized and required testing program prescribed by the Virginia State Department of Education for Surry County School Division will be administered in accordance with state and local regulations.

Students who take and pass the SOL test(s) may be exempt from the final examination in that course. Students will receive a final exam grade of 100.

## **FORBIDDEN ITEMS:**

Students are not to bring items to school which may in any way disrupt the normal operation of the school. Forbidden items include, **(but are not limited to):**

- Drugs (including tobacco products, e-cigarettes, vaping pens, alcohol, medications or look alikes)
- Water devices to include guns and balloons
- Toys and distracting fidget spinners to include but not limited to those that emit light or sound
- Laser pointers
- Smart watches(during the school day)
- Wireless earbuds ( during the school day)
- IPODs/MP3 Players, cameras, and electronic games
- Noise makers of any type
- Weapons (including any type toy guns or knives and look a-likes) and chains
- Aerosol sprays and perfumes
- Live animals
- Sunflower Seeds
- Glass containers and open drink containers (Non-transparent)
- Nail polish/nail polish remover
- Matches, lighters or other incendiary devices
- Wheels on tennis shoes (Heelies)
- Any item that can cause a serious allergic reaction

Students found to have any of these items are subject to having them confiscated and disciplinary action taken. All items will be kept until the last day of school or picked up by a parent/guardian.



## FUNDRAISING ACTIVITIES

All fund raising activities must be approved by the administration. School Board policies and regulations must be adhered to for all fundraising activities. **Non-school sponsored fund raising activities are not permitted on school grounds.**

## GRADING POLICY

Evaluation is expected to be a continuous method for guiding students' growth and achievement. Teachers will use class work, observation, homework, papers, quizzes, tests and examinations to determine student achievement. At the end of each marking period, students will be administered a comprehensive exam covering the material taught during the nine weeks.

Parents and students are made aware of academic progress through Interim Reports, Parent-Teacher Conferences, and Report Cards.

## GRADING PROCEDURE

### Tests and Quizzes

Included in this area are tests, quizzes, and other projects such as performances, art or computer portfolio work, school and technical education, vocational projects, science projects, research papers and other assessments as determined by the teacher, department or grade levels.

### Other Grades or Assessments

Items included in this area are daily work, homework, worksheets, class participation, notebooks, current events, labs, computer programs, skills activities, timed writings, group activities, inspections, rehearsal attendance and other assessments as determined by the teacher, department or grade level.

<b>1<sup>st</sup> or 3<sup>rd</sup> Nine Weeks</b>	<b>2<sup>nd</sup> or 4<sup>th</sup> Nine Weeks</b>	<b>Semester</b>
Tests and Quizzes = 50% of Nine Weeks Grades	Tests and Quizzes = 50% of Nine Weeks Grades	Nine weeks Grades = 50% of Semester Grade
Other Grades = 40% of Nine Weeks Grade	Other Grades = 40% of Nine Weeks Grade	Nine Weeks Grade = 50% of Semester Grade
Nine Weeks Test = 10% of Nine Weeks Grade	Nine Weeks Test=10%	

## GRADING SCALE

A	90-100
B	80-89
C	70-79
D	60-69
F	59-Below

## HALL RULES

Students are given three minutes to change classes. While in the hallways, students should:

1. Walk, not run. (Be safe.)
2. Maintain appropriate voice level (whisper) on the main hall and the Quiet Zone.
3. Walk on the right side of the hall to help maintain a steady two-way flow.
4. Help to keep the building clean by putting trash in cans.
5. Keep hands and feet off of walls and off each other.

## HOMEWORK

Homework is an important and valuable part of the learning process, serving to strengthen skills, increase learning time and provide enrichment opportunities. Homework contributes to the development of organizational skills, self-discipline and a sense of responsibility.

Successful students are those who complete homework assignments. Students who constantly do not complete homework are in violation of the Student Code of Conduct, Rule #10, *failure to follow directions*. **Parents will be notified through notes in the agenda, phone calls or conferences when students are not completing assignments.** Students who consistently do not turn in homework may be referred to the office for disciplinary actions.

### Responsibilities of Students:

- Copy all assignments in the agenda in the appropriate place.
- Ask questions in class if unsure of an assignment. If questions still exist after trying to perform the assigned task, the teacher should be consulted the next day.
- Complete homework as neatly and accurately as possible. Homework assignments should be turned in to the appropriate teacher when due.
- Schedule study time so that projects and long-term assignments are completed over a period of time.

### Responsibilities of Parents:

- Provide a good learning environment in the home.
- Ensure adequate study time.
- Provide an atmosphere free from disruptions.
- Supply necessary reference materials such as a dictionary, encyclopedias, atlas and other materials.

## HONOR ROLL

Students are encouraged to reach their maximum potential in all areas. Students who do outstanding work shall be recognized through an honor roll system. The three categories of honor are as follows:

- Principal's List- Student with all grades 90 and above. (School and Division)
- Honor Roll- Student with an average of 80 and above with no grade below 85. (School and Division)
- Merit Roll- Student with an overall average of 80 and above with no grade below 70. (School)

At the end of the year, the Surry County School Board awards students who have been on the Principal's List and Honor Roll based on grades from the first, second, and third marking periods, plus the first semester average.

## INCLEMENT WEATHER PROCEDURE

In case of severe weather--snow, low temperatures, ice, etc., please listen for the official announcement of school closings or delayed openings on a local television station or via the SCPS Instant Alert System.

## LOCKERS (Will not be used until further notice)

A locker with a combination lock is assigned to each student at the beginning of the school year. No one should give a combination to another student. Lockers are to be kept clean and neat at all times and are to be used for storage of books and clothing. Administrators and designated personnel may search lockers without permission. Students should not write or place stickers on the lockers, inside or out. Each student is responsible for all items found in his/her locker.

Students enrolled in physical education classes are assigned a locker in the locker room. Each student must provide a lock to use in the gym locker room. Each student shall be responsible for the lockers and the possessions within. Valuable items and large amounts of money should not be brought to school. The school is not responsible for stolen items. Lockers and combinations are not to be shared unless permission is given by the designated administrator. **All lockers are the property of Surry County Public Schools and are subject to inspection by authorized school personnel in accordance to School Board Policy.**

## **MAKE-UP WORK**

Students who are absent for any reason will be required to make-up missed work in each class. Obtaining and completing make-up assignments are the responsibility of the student. If a student is absent from school for one or two days, he/she should contact classmates to get assignments. When a student misses three or more consecutive days of school due to illness, parents may contact the guidance office to request that assignments be gathered and sent to the student. The teacher is not required to remind the student repeatedly of missed assignments. Please see the course syllabus for additional information.

## **MISSING ASSIGNMENTS**

Students must complete all assignments unless the assignment is waived by the teacher. Missing assignments are posted in PowerSchool. The teacher will announce the last date that he/she will accept missing work. Each course syllabus has the guidelines for missing assignments as well. A grade deduction will occur unless there are extenuating circumstances. Missing assignments will be converted to a zero.

## **NATIONAL JUNIOR HONOR SOCIETY**

The Luther Porter Jackson Middle School Chapter of the National Junior Honor Society is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship (3.5 grade point average), leadership, service, character, and citizenship. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council which is appointed by the principal. The Council will bestow this honor upon students on behalf of the faculty of our school each second semester during the month of May. Students in the 6<sup>th</sup> (second semester), 7<sup>th</sup>, and 8<sup>th</sup> grades who meet the required criteria are eligible for membership. The official attire is a white dress shirt and black dress bottoms for all ceremonies and events serving as ushers.

Students or parents who have questions regarding the selection process or membership may contact the chapter adviser at L. P. Jackson Middle School.

## **NONCUSTODIAL PARENT RIGHTS**

The General Assembly added Code Section 22.1-279.4 to the Code of Virginia which specifically allows non-custodial parents to participate in school related activities. The law states that unless there is a court order to the contrary, non-custodial parents cannot be denied the opportunity to participate in school activities such as lunch breaks, parent-teacher conferences, and extracurricular activities. **If there is a court order denying access, it is the responsibility of the custodial parent to provide an up-to-date copy of that order to the school.**

State Board of Education regulations concerning management of student scholastic records (8 VAC 20-150-370 {10}), clearly state that data contained in the record

....shall be disclosed to the parent or guardian of the student including a non-custodial parent, unless such parent's parental rights have been terminated or a court of component jurisdiction has restricted or denied such access until the student is 18 years of age or is enrolled in an institution of post-secondary education....

## **OFFICE HOURS**

The official office hours for Luther Porter Jackson Middle School are **7:45 am to 4:15 pm. Surry County Public Schools is not responsible for students dropped off prior to 7:45 am.**

## **PARENTAL SUPPORT**

### ***PARENT-TEACHER ORGANIZATION (PTO)***

L. P. Jackson Middle School welcomes all parents to join and become actively involved in their child(ren)'s education. The LPJMS PTO will try to reorganize this year. We welcome any parents who are interested in joining and working with this group. Notices concerning the organization of our PTO will be sent home.

### ***PARENT WORKSHOPS***

Parent workshops will be held by the school counselor. Parenting is a tough job and an awesome responsibility. Raising a middle school child often becomes quite a challenge, as these young adolescents drift between child-like behavior and a desire to become independent. These workshops will offer helpful information and important “bonding” time with parents who often share many of the same concerns.

**Parent Workshops will be announced at a later time.**

### **PARTIES**

All party treats must be commercial items and must be wrapped. No home baked items will be accepted for student consumption. Lunch with relatives and cake with friends (not to exceed 8) will take place in the conference room. Please notify the main office **no later than 10:00 am.**

### **POLICY MANUAL**

A current copy of the division’s policy manual is available online and in the library of each school and in the Surry Public Library. The manual is available to employees and to the public. VSBA Policy IKF; VA Code 22.1-253.13:7.

### **POSSESSION OF MEDICATION AND PRESCRIPTION DRUGS**

No student may have in his/her possession any medication or prescription drugs, even if recommended or prescribed for the student’s use. “Medication” shall mean any drug or other substance used in treating diseases, healing, or relieving pain, including over-the-counter drugs such as aspirin, cough syrups, gargles, caffeine pills, cough drops and the like. Please follow the policy for all medication, that is, all medication must be kept in the clinic and dispensed by school personnel only. Violations shall be handled in accordance with the Student Code of Conduct.

### **EXCEPTION FOR POSSESSION OF MEDICATION**

VA State Code 22.1-274.2 permits students with a diagnosis of asthma or anaphylactic allergy to possess and self-administer inhaled asthma medication to include self-injected epinephrine during the school day, at school-sponsored activities or while on a school bus or other school property.

### **RESTROOMS/LOCKER ROOMS**

Restrooms are not to be used as gathering places. They are a necessary facility. It is the student body’s responsibility to keep restrooms clean and in functional condition. Students should report any misuse of the facility to a teacher, assistant, or administrator. Students may not video or take pictures. Violators may be subject to law enforcement.

### **RETENTION POLICY**

Students will be retained based on any of the following:

1. Failing Math
2. Failing English
3. Failing in two or more core subjects (Reading, English, Math, Science, or Social Science).
4. Exceeding 8 days of unexcused absences.

**All grade 8 students will be allowed to participate in the June Bridging Ceremony regardless of their current academic status.** The Individualized Education Plan Committee will make promotion/retention decisions for students who are in a primarily non-academic, functional life skills curriculum provided through the Special Education Department. (Surry County Public School Board Policy – IKFA – P)

## **SCHEDULE CHANGES**

**Students will have the opportunity to drop or add classes no later than two weeks after enrollment for core classes. All related arts schedule changes must be within one week after each nine weeks period starts.** Drop/add forms are located in the school counseling department which must be signed by the parent, teachers, counselor and the principal/designee.

## **SCHOOL LIBRARY MEDIA CENTER**

The school media center is the hub of the school. As the hub, the school library media program is not only integral to and supportive of the curriculum, but also provides a mechanism for choice and exploration beyond the prescribed course of study. The school library media program provides a wide range of resources and information that satisfies the educational needs and interests of students.

Students may visit the library with a class or with a signed agenda. Since the library is the center for many varied activities, students should make their visits purposeful. The basic guideline for all students is that no disturbance to others will be tolerated. Students causing a disturbance will be sent back to class.

Students are responsible for checking out each item removed from the library and for returning library materials on time.

**LOST BOOKS** – Students who lose a library book will not be allowed to check out additional books until the book has been returned to the Media Center. If the book is not found, the student must pay for the lost item.

**LIBRARY PASSES (AGENDA)** – A student must have a signed agenda to come to the library before the homeroom bell. A signed agenda during class time allows a student to visit the library one class period, unless the teacher states otherwise.

## **SCHOOL SAFETY**

School safety is a top priority at L.P. Jackson Middle School. School safety is the responsibility of everyone – staff, students, parents and community. Having a safe and secure building will help ensure that students can maximize their learning potential within a safe and secure environment.

### ***Principal's Responsibility***

The principal and assistant principal have the responsibility of maintaining security and safety in the school. Procedures have been established and implemented for the following:

- Safety and security of building and grounds
- Development and enforcements of policies
- Plan of action for those who violate or threaten the safety of the school community
- School safety audit completed annually

### ***Door and Building Security***

- All doors shall be maintained in good repair at all times. A regular periodic check shall be made to ensure that the doors are locked. Defective or damaged doors must be reported to maintenance.
- All doors shall be locked to the outside.
- Morning and afternoon rounds to check the security of the building shall be made.
- Restrooms shall be checked periodically.

### ***Visitors/Fast Pass***

Visitors/Parents are welcomed to visit the school; however, classroom instruction will not be interrupted. With the exception of presently enrolled students and staff members, everyone entering L.P. Jackson Middle School **MUST STOP** at the main office to receive a Visitor's Pass. **Please be sure to bring your driver's license or state issued identification to be scanned before going beyond the main office for visitation.** Visitors must sign out and leave

the building by the front entrance. Parents are encouraged to visit the school on scheduled days for conference with teachers, assemblies, PTA meetings and other school programs.

### ***Fire Drills***

Fire Drills at regular intervals are required by law and are an important safety precaution. At the sound of the first signal, evacuation of the building is mandatory. Movement should be quick, quiet and by a single line. Teachers are expected to familiarize their classes with the emergency evacuation routes as posted in each classroom.

Fire Emergency Evacuation Procedure – In the event of an emergency drill, teachers and students are required to follow the procedures below:

#### **AT THE SIGNAL**

- 1.) Close windows
- 2.) Line up quickly (No talking)
- 3.) Take the roll book/attendance sheet and Evacuation Form (Teachers)
- 4.) Turn off lights
- 5.) Exit the room
- 6.) Close the door once everyone has left the room.
- 7.) Follow designated route to at least 250 feet from building
- 8.) Account for all students (Teachers - Using Evacuation Form)
- 9.) Remain outside of the building until the signal is given to return.

### ***Bomb Threats***

Bomb threats are to be treated as a serious threat to all persons in the school. The school staff, teachers and administrators are prepared for this type of emergency. Immediate evacuation of the building and notification of authorities are the standard procedures. The school administration, with the advice of the emergency authorities, will determine whether it is safe to return to the school. If determined that returning to the school building is not safe, the students will be taken home on the school buses. Announcement of school closing will be made or broadcasted through the radio and television media. An instant alert may be sent as well.

### ***Disaster Drills (Tornados) – Code Orange***

Legislation was approved mandating that public schools conduct drills once a year to train children on proper safety procedures should a tornado down in the vicinity of the school. Schools are alerted by the NOAA Weather Radio by primary emergency alert system stations.

The drill is conducted on the fourth Tuesday in March at 9:45 a.m. All students while supervised by teachers are to assume the correct position, referred to as “duck and cover”, in designated areas. The drill will be started by the announcement of Code Orange over the PA system.

### ***Potentially Dangerous Situation in the Building – Lockdown***

Take the following steps on a hearing a lockdown alert:

- Secure students in a safe place. Choose small, confined places that can be entered with little crossing of open spaces. Suggested places: locker room, field house, and auditorium.
- Lock exterior doors of building.
- Lock all doors to room in which there are students or staff.
- Lock all windows.
- Move away from windows
- DO NOT LEAVE the area, this includes fire alarms, bells, or any announcement unless you recognize it as coming from a school administrator, crisis team member, police/fire officer.
- Remain in lock-down condition until you are directed otherwise by a school administrator, crisis team member, or police/fire officer.

## **SCHOOL RESOURCE OFFICER**

Surry County Public Schools have been assigned a School Resource Officer (SRO), by the Sheriff's Department.

## **SCHOOL SUPPLIES**

Students are expected to bring supplies to school each day. School supply lists are available in the main office as well as the school's web page. Paper and pencils are needed throughout the year, not just the beginning of the year.

## **SEARCH AND SEIZURES**

### **LOCKER SEARCHES**

Student lockers are school property and remain at all times under the control of the school. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

### **SEIZURE OF ILLEGAL MATERIALS**

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

### **COMPUTER SEARCHES**

School computers, software and internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school. School officials may search school computers, software and internet access records at any time for any reason and without student consent. All students must sign the Acceptable Computer System Use Agreement found on Appendix G.

### **CONSENT SEARCHES**

If a student gives a school official consent for a search the school official does not need to demonstrate reasonable suspicion. A student's consent is only valid if given willingly and with knowledge of the meaning of consent.

## **SMOKE FREE CAMPUS**

Surry County Public Schools is a Smoke Free Campus school division. Smoking, chewing or any other use of any tobacco products by staff and students shall be prohibited on school property. Staff members and students found to be in violation of this policy shall be subject to appropriate disciplinary actions.

## **STUDENT HOURS**

**Students who are not transported by bus should not arrive at the school prior to 7:45 a.m.** Before that time, no one is here to properly supervise the students. Students are to report to the Commons when they arrive. Students who ride the buses are also expected to report to the Commons/or Gym immediately after getting off the buses in the morning. They are to stay in the Commons/or Gym unless excused by an administrator, teacher or an instructional assistant.

Formal instruction is from 8:05 am - 3:05 pm. **Any student entering school after 8:05 am must obtain a tardy slip from the attendance office before entering class.** If a tardy student goes to class without it, the teacher will send him/her back to the office. All non-tutoring students must be picked up by 4:10 pm.

## **STUDENT SERVICES**

### **ACTIVITY BUS**

An activity bus will be provided for students who participate in scheduled after school activities. Permission must be granted from the sponsor of the club or activity to ride the activity bus.

### **CLINIC**

The clinic is staffed by a Certified Nurse Assistant, Licensed Practical Nurse or Registered Nurse. Students who need to see the nurse for any reason need to obtain permission from the teacher. The nurse will not accept a student in the office for treatment without an agenda or note signed by a teacher, or an escort by a school employee, unless it is an emergency.

**\*\*ADMINISTRATION OF MEDICATION TO STUDENTS ATTENDING SCPS:**

**Prescription Medications**

Surry County Public School personnel may give prescription medications to students providing the following guidelines are met.

**Short-Duration Prescription Medications** (Those to be given 10 days or less that must be taken more than 3 times a day.)

1. Provide written request by parent or guardian. This should include the student's name, the time of administration and the dosage to be given. (See form in the handbook.)
2. Parent/guardian **MUST** bring the medication in the original prescription bottle, properly labeled with the student's name, physician's name and directions. This label will be accepted as the physician's order.
3. Sufficient medication for the entire time of administration should be provided. Students are not to transport medication back and forth daily, unless in liquid form.
4. **At no time should a student transport or be in possession of any medication, prescription or over-the-counter drug, on school property.**

**Long- Duration Prescription Medications**

(Those to be given longer than 10 days)

1. Provide written order from physician and signed request from parent or guardian. (See form in the handbook.)
2. Bring the medication in the original prescription bottle, properly labeled with the student's name, physician's name and directions.
3. A new physician's order is required for each new school year and for any change in medication or dosage.
4. **At no time should a student transport or be in possession of any medication, prescription or over-the-counter drug, on school property.**

**Non-Prescription Medications**

Surry County Public School personnel may give non-prescription or over the counter (OTC) medication to students for up to 10 days within a month, providing the following guidelines are met:

1. Provide written permission from the parent or guardian. Such permission shall include the name of the medication that is to be given, the required dosage of the medication and the time the medication is to be given.
2. Such medication must be un-expired and in the original container.
3. In order for (OTC) non-prescription medication to be administered for greater than 10 days within a month, written permission from the student's physician shall be required along with permission or request from the parent or legal guardian.
4. Medication should be picked up at the end of the year or it will be discarded.
5. **At no time should a student transport or be in possession of any medication, prescription or over-the-counter drug, on school property.**

Students who do not follow the above procedure with medication will be disciplined according to the Student Code of Conduct for possession of medication and prescription drugs.

**\*\*ALL MEDICATION MUST BE KEPT IN THE SCHOOL CLINIC AND DISPENSED BY SCHOOL PERSONNEL. \*\***

**SPECIAL PROGRAMS**

**THE SERVICES FOR CHILDREN WITH DISABILITIES**

The Surry County Public School Division is committed to a program which will provide basic services for children with disabilities through exposure to a continuum of services with differentiated curricula, which meets the needs for adjusted learning environments.

The Surry County School Board offers a special education program for children, ages birth to twenty-one, inclusive, who are intellectually disabled, physically disabled, seriously-emotionally disturbed, speech and language impaired,



autistic, deaf, deaf-blind, profoundly disabled, specific learning disabled, visually impaired, and developmentally delayed (preschool).

To be eligible to receive special education services, a student must be evaluated in the educational, medical, socio-cultural and/or psychological areas. After the student is determined to be eligible, he/she must be placed in the least restrictive environment by the local special education program.

Parents/Guardians are entitled to full process protection in the placement of each disabled child.

Each student in special education is to have an Individual Education Plan (*IEP*).

No *IEP* will be acceptable unless the *IEP* committee (which generated the instructional content goals, objectives, evaluated techniques, etc.) is multidisciplinary and includes the following:

- a.) special education administrator/designee
- b.) special education teacher with whom the student will be assigned/designee
- c.) regular classroom teacher(s)
- d.) the parents(s) or surrogate parent(s)
- e.) building administrator or designee

#### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Services for students who have been determined eligible under Section 504 of the Rehabilitation Act of 1973 are available. Contact the building principal/guidance for information and referral procedures.

#### **PROGRAMS FOR GIFTED STUDENTS**

The Surry County Public School System is dedicated to the ideals upon which this country was founded; i.e., each individual or student must be provided the opportunity to develop to his or her fullest potential based on abilities, interests, needs and previous experiences. Gifted students, the nation's most valuable undeveloped resource, can achieve their highest level of productivity and creativity by participation in a challenging, differentiated, flexible, instructional program, one which exceeds regular grade level programs in scope, diversity, complexity and intensity of materials presented. It is the belief of Surry County Public Schools that gifted students in kindergarten through grade 12 should be provided educational opportunities to maximize their fullest potential. Surry County Public Schools will provide individualized differentiated instruction, enriched experiences and extended opportunities for these students.

A pool of potential candidates is created through general screening and/or a direct referral process. These procedures are used to ensure that all high potential/ability students, which include the culturally diverse, low socio-economic and/or disabled are afforded the opportunity to be considered for the Gifted Program.

Direct referrals will be solicited annually. To initiate a referral, the person making the referral, including parents, students, and community persons, should contact the school's principal, building level gifted coordinator, or the gifted administrator. All referral information is verified and reviewed by the school's Child Study Committee. Formal assessments are conducted after parental permission is given.

The Gifted Program at L.P. Jackson has a part-time gifted coordinator who is responsible for student screening and assisting teachers. The coordinator also assists students in locating off-site enrichment programs that meet their interests or instructional strengths.

#### **PROGRAMS FOR DISADVANTAGED STUDENTS-TITLE I**

The Title I Program for disadvantaged students is authorized by the Improving America's School Act of 1994. It provides remedial instruction in reading for students who meet at least one of the following criteria:

- Below average in measured ability and unable to function or are not functioning successfully in regular course because of limited ability.
- Below average in achievement in the required course and need remediation and/or supplemental work to function successfully in required course(s). A general rule of at least one year below grade level should apply.
- Score below 400 on the State SOL Reading Test

### THE SCHOOL COUNSELOR PROGRAM

The Surry County School Board affirms that parents are the student's first teachers and that the public schools should serve to strengthen family and parental support. No student will be required to participate in any counseling program to which the student's parents object. For the purposes of this policy, the following definitions apply:

- **Academic development** – Guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing and to seek post-secondary academic opportunities.
- **Career development** – Guidance which helps students to acquire information and plan action about work, jobs, apprenticeships and post-secondary educational and career opportunities.
- **Social/Emotional development** – Counseling which assists a student to develop an understanding of himself/herself, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interest, abilities and aptitudes. Such counseling may be provided either (i) in groups in which generic issues of social development are addressed or (ii) through structured individual or small group multi-session counseling which focuses on the specific concerns of the participant(s).

**It shall be the policy of the Surry County School Board with respect to personal/social counseling that parents will notify the school division in writing if the student is not to participate in the personal/social counseling program (Opt-Out).** Counseling techniques which are beyond the scope of the professional certification or training of counselors including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology are not a part of the counseling program.

The Counseling program at L.P. Jackson Middle School consists of three main areas: individual counseling, group counseling and classroom guidance in grades 5-8. Your child will be directly involved in one or more of these activities with the counselor during the school year.

Career development at this level will consist of students learning about jobs and careers from invited guest (parents and community members) who share employment experiences with students. Classroom guidance lessons will supplement this career activity.

Classroom development is a program of learning experiences which foster academic, social, emotional and career development of all children. Activities complement much of the grade level curriculum and focus on understanding self and others, interpersonal skills, communication and decision making skills, responsibility for personal behavior, cooperation, study skills and career awareness.

Individual and group counseling (personal/social counseling) is a significant part of the program at L.P. Jackson Middle School.

### CHARACTER EDUCATION

In accordance with new state requirements, L.P. Jackson Middle School will include a character education program within its existing programs. "The purpose of the character education program is to instill in students civic virtues and personal character traits so as to improve the learning environment, promote student achievement, reduce disciplinary problems and develop civic-minded students of high character." We will also implement Character County, a research based Character Education program this year.

(22.1-208.01 Code of VA)

### STATE TESTING PROGRAM

The Standards of Learning Assessments that will be administered during the 2019-2020 school year have not been finalized by the Virginia Department of Education as of the date of this publication. It is projected that we will administer tests as follows:

<u>Test</u>	<u>Grade Level(s)</u>
Writing	8
Reading	5,6,7,8
Math	5,6,7,8
Science	5, 8
Civics	7
Algebra I	7, 8
Geometry	8

The multiple-choice and the direct writing component of the English/Writing Test will be administered after the second week in March. Students will be notified of the exact dates when the information becomes available.

The testing schedule for the other SOL tests will be announced at a later date and will be based on the date our school closes. They will more than likely occur between **May 15, 2022 and June 15, 2022**. Parents and students will be given adequate notification of the dates and times prior to administration of the tests. Some students with disabilities may be eligible for the Virginia Alternate Assessment Program (VAAP). IEP committees will make these decisions.

The Virginia Department of Education provides Standards of Learning (SOL) retakes for students who score 375-399 with parental permission. Please see the Guidance Counselor for further information.

*It is important to keep in mind that tests are only one type of information about students. Daily assignments, performance on teacher-made tests, portfolio, and teacher observations should all be part of the evaluation and should be used together to provide the most comprehensive picture.*

## **STUDENT RECORDS**

### **RECORD CONTENTS**

This school maintains a cumulative folder of each student's progress in school. This cumulative record will include:

- A.** An academic record of student progress in all grades and subjects to date
- B.** Standardized tests results
- C.** Health Charts
- D.** Personal data as supplied by the students or parent/guardian
- E.** Any correspondence pertinent to student records
- F.** Disciplinary records

### **REVIEW OF RECORDS**

Public Law 93-380 enacted by Congress effective November 30, 1974, gives to students or parents the right to review all records maintained by schools. Students or parents who wish to review any school records may do so by appointment with the principal or guidance counselor. Proper forms requesting permission to review the records must be signed by the student or his/her parent. No materials or information enclosed in the student's permanent record may be removed by the student or parent without the permission of the principal.

### **WITHDRAWAL AND TRANSFERS**

The procedure for withdrawing from school or transferring to another school is as follows:

- A.** The parent/guardian needs to notify the office of the withdrawal or transfer of a student.
- B.** Obtain appropriate forms completed by all teachers, return Chromebook and parts, all school books and property, and make sure that all financial obligations are paid.
- C.** Return completed forms to the guidance office for final clearance.

## **TELEPHONE**

The phones in the main office are for business use only. They are **not available** for students to receive calls during the day. However, the office staff will take messages for emergencies and important information for students during the day. Students are also permitted to use the school phones for an emergency as determined by office personnel. Students are not allowed to make non-emergency phone calls **2:30-3:15 pm**. Students should get permission for announced activities, practices, and tutoring prior to leaving home.

## **TEXTBOOKS**

Textbooks are furnished by the county. The books are coded with an identifying number and labeled new, good, fair, or poor to indicate the condition of the book. Each student is responsible for all books issued to him/her at the beginning of the school year. Students will be financially responsible for textbooks lost or damaged and will be charged accordingly. All obligations must be settled by the end of the year.

Textbook checks will occur quarterly year. Parents of students with missing textbooks will be contacted by the child's teacher or main office.

### **TRESPASSING**

Both students and non-students can be charged under Virginia law (Va. Code Ann. Code Section 18.2-128) with trespassing. Virginia Code is clear that it shall be...

- Unlawful for any person, whether or not a student, to enter upon or remain upon any school property in violation of (i) any direction to vacate the property by a person authorized to give such direction or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen. Each time such person enters upon or remains on the posted premises or after such direction that person refuses to vacate school property, it shall constitute a separate offense.

### **VIDEO SURVEILLANCE**

As a component of a comprehensive safe school plan, video surveillance with or without audio capability may be used in the common areas of school and on school buses to maintain the security of students, staff members and visitors. Video recordings also may be used for disciplinary purposes. **To protect the confidentiality of all students, only school personnel may view video recordings that include more than one student. In a criminal investigation, law enforcement representatives may view or subpoena video surveillance.**

### **WORK PERMITS**

Students 14-16 years of age are required to secure work permits before obtaining employment. Work permits forms can be picked up from the main office **at the high school or the guidance office at the middle school.** The completed form must be presented to the issuing officer (the high school principal) with evidence of age such as birth certificate or school records and signed in the presence of the officer.

### QUICK REVIEW ...What to do when:

1. **You have problem with classes or your schedule:** You should make an appointment before school, during lunch, or between classes to see the guidance counselor.
2. **Lost and Found:** Items found on school property should be given to a teacher or taken to the office immediately. The items are usually kept in the main office for one day. They are then taken to the “lost and found” room. Textbooks are given to department chairpersons who in turn route them to the appropriate teacher. If you have lost an item, check in the office on the first day. **Lost and found items will be donated to charity at the end of each nine weeks.**
3. **You are absent:** Your parent/guardian may call the attendance office notifying the school of your absence. In addition, a note stating the reason for the absence is due the first day you return to school. If you had a doctor’s visit, please bring a note from the doctor.
4. **You are tardy to school:** Report directly to the office. Sign the Tardy Book, and get your agenda signed for admission to class.
5. **You become ill during the day:** Have your teacher sign your agenda and report directly to the clinic. No medication can be given without written parental permission. When a student is too sick to remain in school, the parents are contacted. Provision for transportation home is the responsibility of the parent/guardian.
6. **You wish to leave school early:** You must bring a note to the office which includes the date, time of dismissal, reason, your phone number, the name of the person picking you up and signature of parent/guardian. (This should be done at the beginning of first period.)
7. **You have missed a class:** It is the student’s responsibility to see his/her teachers and to make-up all assignments. Students are encouraged to select a buddy to provide homework assignments in case of absence.
8. **Classroom visitors:** The staff of LPJMS is dedicated to maximizing academic learning time for our students. Thus, students are not allowed to bring visitors to the classroom unless the visitor’s presence is to enhance the instructional activity. Prior approval from the teacher and/or building administrator is required.

**SURRY COUNTY PUBLIC SCHOOLS  
LUTHER PORTER JACKSON MIDDLE SCHOOL  
SCHOOL CALENDAR 2021-2022**

<b>Date(s)</b>	<b>Day(s)</b>	<b>Events</b>
September 7, 2021	Tuesday	<b>First Day of School for Students</b>
October 8, 2021	Friday	Homecoming – ½ Day
October 11, 2021	Monday	Columbus Day – ½ Day & Asynchronous learning day – PD for teachers
October 21, 2021	Thursday	Parent-Teacher Conference – ½ Day 2:00 – 7:00 pm
November 2, 2021	Tuesday	Election Day Holiday – Schools/Offices Closed
November 4 – 5, 2021	Thursday – Friday	1 <sup>st</sup> Nine Weeks Tests
November 9, 2021	Tuesday	2 <sup>nd</sup> Nine Weeks Begins
November 12, 2021	Friday	Veteran’s Day Holiday – Schools/Offices Closed
November 19, 2021	Friday	<b>Report Cards Sent Home</b>
November 24 – 27, 2021	Wednesday – Friday	Thanksgiving Holiday – Schools/Offices Closed
December 3, 2021	Friday	Professional Development – ½ Day for Students
December 16, 2021	Thursday	<b>Interims Sent Home</b>
December 20 – 31, 2021	Monday – Friday	Winter Break – <b>Schools/Offices Closed</b>
January 1, 2022	Saturday	Winter Break – <b>Schools/Offices Closed</b>
January 3, 2022	Monday	Schools Reopen
January 17, 2022	Monday	Martin Luther King, Jr. Holiday – <b>Schools/Offices Closed</b>
January 27 – 28, 2022	Thursday – Friday	Semester Exams/PD for Staff – ½ Day for Students
January 31, 2022	Monday	Teacher Workday – <b>No school for students</b>
February 1, 2022	Tuesday	3 <sup>rd</sup> Nine Weeks/2 <sup>nd</sup> Semester Begins
February 4, 2022	Friday	<b>Report Cards Sent Home</b>
February 18, 2022	Friday	Professional Development – ½ Day for Students
February 21, 2022	Monday	President’s Day Holiday – <b>Schools/Offices Closed</b>
March 3, 2022	Thursday	<b>Interims Sent Home</b>
March 10, 2022	Thursday	Parent/Teacher Conference – ½ Day 2:00 – 7:00 pm
March 30 – 31, 2022	Wednesday – Thursday	3 <sup>rd</sup> Nine Weeks Tests
April 4, 2022	Monday	4 <sup>th</sup> Nine Weeks Begins
April 8, 2022	Friday	<b>Report Cards Sent Home</b>
April 15, 2022	Friday	Professional Development – ½ Day for Students
April 18 – 22, 2022	Monday – Friday	Spring Break – <b>Schools/Offices Closed</b>
May 5, 2022	Thursday	<b>Interims Sent Home</b>
May 30, 2022	Monday	Memorial Day Holiday – <b>Schools/Offices Closed</b>
June 11, 2022	Saturday	SCHS Commencement
June 15 – 16, 2022	Wednesday – Thursday	Final Exams – ½ day for Students
June 17, 2022	Friday	<b>Last Day of School for Students</b>
June 20, 2022	Monday	Juneteenth Holiday – <b>Schools/Offices Closed</b>
June 23, 2022	Thursday	<b>Report Cards Mailed Home</b>
June 27, 2022	Monday	Summer School Begins
July 29, 2022	Friday	Summer School Ends